

Confirmation of Request for CNA Project Development

Date: _____

Sponsor: _____

Product area: _____

Working title: _____

This is to confirm that the Center for Naval Analyses (CNA) has been asked to begin development of a project with the above working title.

Date for submission of project proposal to sponsor: _____

Type of appropriation: Navy core ☐

Above core and above ceiling RDT&E ☐

(See page 2 for funding guidance)

O&M ☐

Other ☐

Signature: _____

Name: _____

Title/code: _____

Phone: _____

Fax: _____

E-mail: _____

CNA charge number

Funding Guidance for Above-core and Above-ceiling Projects

The type of appropriation (color of money) CNA can accept is governed by our FFRDC contract with DON and various Government regulations. Our contracting officer enforces the following policies.

Research Projects

1. Projects using RDT&E appropriations may be funded incrementally.
2. Projects using any appropriation other than RDT&E (e.g., O&M) must be fully funded (i.e., cannot be funded incrementally).
3. Period of performance is not an issue for completion projects.¹

Field Representatives and/or Scientific Analysts

1. All orders must be Level of Effort (LOE).
2. The maximum period of performance is 12 months; however, options are acceptable.²
Note: options are exercised and funded separately. The money doesn't *roll over*.
3. Period of performance can cross fiscal years.
4. Incremental funding is acceptable if funded with O&M or RDT&E appropriations.
5. Funds left at the end of the 12-month period must be deobligated.
6. If funds are still active appropriations, excess (deobligated funds) can be put on a new order to continue the billet.

Points of Contact

For additional information, contact:

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1. Projects that are completed by specific deliverables (products) rather than level of effort (analysts' time).
 2. For example, a 12-month base period with two 12-month options, for a total of 36 months.